City of Flagstaff Payroll/Human Resources Calendar for Fiscal Year 2015-2016

July 2015					August 2015					September 2015										
S	М	Т	W	Т	F	s	s	М	T	W	Т	F	s	s	М	T	W	T	F	s
			1	2 [№]	3	4							1			1	2	3*	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12		14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19		21 28	22 29	23 30	24 31	25	16 23	17 24	18 25	19 26	20 27	21 28	22 29	20 27	21 28	22 29	23 30	24	25	26
20	21	20	29	30	31		30	31	25	20	21	20	29	21	20	29	30			
	October 2015							November 2015					December 2015							
S M T W T F S				S M T W T F S					S M T W T F S											
				1	2	3	1	2	3	4	5 [№]	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10*	11	12	13	14	6	7	8	9	10*	11	12
11	12	13	14	15	16	17	15	16	17	18 [№]	19	20	21	13	14	15	16	17 [№]	18	19
18	19	20	21	22	23	24	22	23	24	25 [*]	26	27	28	20	21	22	23 [×]	24	25	26
25	26	27	28	29*	30*	31	29	30						27	28	29	30	31 [™]		
		Jan	uary 2	2016			February 2016					March 2016								
S	M	Т	W	Т	F	S	S	M	Т	W	Т	F	S	S	М	Т	W	Т	F	S
	4			7.	1	2	_	1	2	3	4*	5	6		-	1	2	3	4	5
10	4 11	5 12	6 13	7 [×]	8 15	9 16	7 14	8 15	9 16	10 17	11 [™]	12 19	13 20	6 13	7 14	8 15	9	10 17	11 18	12 19
17		19	20	21	22	23	21	22	23	24	25	26	20 27	20	10	22	23	24	25	26
24		26	27	28	29	30	28	29	20		20	20	21	27	28	29	30	∠ ⊣	20	20
31																				
April 2016 May 2016 June 2016																				
s	M	Т	W	T	F	s	s	М	T	W	T	F	s	s	M	Т	W	Т	F	s
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10		12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17		19	20	21	22	23	22	23	24	25	26*	27	28	19	20	21	22	23×	24	25
24	25	26	27	28	29*	30	29	30	31					26	27	28	29	30 [№]		
[
				k pay	date			July	z 4th -				<u>H0</u>	liday	<u>s</u> Inden	enden	ice Da	av.		
Suly 4th Independence Day (Observed Friday, July 3rd)																				
	= Timesheets due							September 7th Labor Day												
	= Timesheets due ≈ = Timesheets Due Early					November 11th														
							November 26th & 27th Thanksgiving December 25th Christmas													
= Holiday January 1stNew Year's Day																				
						January 18th Martin Luther King, Jr. Day														
* = Paycheck without Deductions February 15th																				

* = Paycheck without Deductions May 30th -----------Memorial Day

A tenure-eligible (part-time and full-time) and exempt employee's hire date should be the date of orientation.

A temporary employee's new hire date should be the first day of work after they complete their paperwork.

FIRE FLSA	PAY PERIOD	PAFs DUE	TIMESHEETS DUE	PAY DATE
June 22; July 4	June 21—July 4	June 25	July 2 [№]	July 10
July 16	July 5—July 18	July 10	July 17	July 24
July 28	July 19—August 1	July 24	July 31	August 7
August 9	August 2—August 15	August 7	August 14	August 21
August 21	August 16—August 29	August 21	August 28	September 4
September 2	August 30—September 12	September 3	September 11	September 18
Sept 14; Sept 26	September 13—September 26	September 18	September 25	October 2
October 8	September 27—October 10	October 2	October 9	October 16
October 20	October 11—October 24	October 16	October 23	October 30*
November 1	October 25—November 7	October 29 ^x	November 5 [№]	November 13
November 13	November 8—November 21	November 10*	November 18 [™]	November 25
November 25	November 22—December 5	November 25*	December 4	December 11
Dec 7; Dec 19	December 6—December 19	December 10*	December 17 [№]	December 24
December 31	December 20—January 2	December 23*	December 31 [№]	January 8
January 12	January 3—January 16	January 7*	January 14 ^R	January 22
January 24	January 17—January 30	January 22	January 29	February 5
February 5	January 31—February 13	February 4*	February 11 [№]	February 19
February 17	February 14—February 27	February 19	February 26	March 4
Feb 29; Mar 12	February 28—March 12	March 4	March 11	March 18
March 24	March 13—March 26	March 18	March 25	April 1
April 5	March 27—April 9	April 1	April 8	April 15
April 17	April 10—April 23	April 15	April 22	April 29*
April 29	April 24—May 7	April 29	May 6	May 13
May 11	May 08—May 21	May 13	May 20	May 27
May 23; June 4	May 22—June 4	May 26*	June 3	June 10
June 16	June 5—June 18	June 10	June 17	June 24
	June 19—July 2	June 23 ^x	June 30®	July 8

Holidays							
July 4th	Independence Day						
(Observed Friday, July 3rd)							
September 7th	Labor Day						
November 11th	Veterans Day						
November 26th & 27th	Thanksgiving						
December 25th	Christmas						
January 1st	New Year's Day						
January 18th	Martin Luther King, Jr. Day						
February 15th	President's Day						
May 30th	Memorial Day						

× = PAFs Due Early

≈ = Timesheets Due Early

* = Paycheck without Deductions